

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

Phone (651) 602-7910
Fax: (651) 602-7914

"Transmitted via Email"

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MINNESOTA BULLETIN NO. 260-5-8

SUBJECT: INF – PROCEDURES FOR *NRCS THIS WEEK* SUBMISSION

Purpose. To provide guidance and information for submitting articles.

Expiration Date. September 30, 2005.

NRCS This Week is available on the [myNRCS Home](https://my.nrcs.usda.gov/) web site located at <https://my.nrcs.usda.gov/>. This particular web feature is managed by Public Affairs Specialists at National Headquarters. Minnesota has had several articles posted on this site over the past year.

During FY-05, each Area is requested to submit at least one article for possible consideration. The following guidance provides information on what procedures are to be used to accomplish this goal.

- Area and Field Office submit word files via Email to their Assistant State Conservationist for Field Operations (ASTC FO) which contains the Minnesota NRCS story they would like to tell. Include Jpeg's and caption descriptions.
- ASTC (FO) forwards the Email to Julie MacSwain, Public Affairs Specialist who will work with them on editing the story, if needed.
- State Office employees submit word files, Jpeg's and captions directly to Public Affairs.
- Public Affairs will forward articles to National Headquarters for possible consideration.

Contact Julie MacSwain if you have any questions about this request for *NRCS This Week* articles. Thank you for your continued commitment to Public Affairs in Minnesota.

WILLIAM HUNT
State Conservationist

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